

# Director of Public Works & Engineering



**Job Code:** 4590  
**Grade:** 141  
**Reports to:** City Manager  
**Salary Range:** \$92,308 - \$145,903  
**FLSA Status:** Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs complex and difficult administrative, planning, and professional work in overseeing the management and operation of the varied technical design and construction activities in Engineering Services, Facilities Maintenance, Capital Projects, and Public Services; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work that is complex and may involve considerable public contact in coordinating engineering and technical operating activities with both private and public organizations. Assignments are usually broad in scope and require considerable independent professional judgment and initiative. Work involves the responsibility for participating in the organization, managing, directing, and coordinating of staff and activities of several Divisions performing design, construction, planning, programming, and permitting. Work is performed under the administrative direction of the City Manager, and is reviewed for conformance to established policy through conferences, written reports, and observation of productivity and effectiveness.

## **ESSENTIAL FUNCTIONS**

Planning, organizing, and directing the public works and engineering functions, operations, and staff of the City; coordinating work with other departments and City Manager; maintaining records and files; preparing reports.

## **EXAMPLES OF WORK**

- Plans, organizes, directs, and coordinates the activities of all divisions including street maintenance, bulk collections, recycling, traffic, equipment maintenance, street lighting, facilities maintenance, landscaping and beautification, storm drainage, and storm water management and snow removal.
- Participates in the review of subdivision and construction plans involving the department; reviews site plans.
- Recommends the selection of private contractors, engineering consultants and architects for services.
- Administers design contracts with consulting engineers and architects.
- Oversees the preparation of bid documents and specifications for construction projects.
- Works with homeowner associations and citizen groups to resolve problems related to infrastructure and public works operations.
- Makes field inspections of public works projects to ascertain status.
- Establishes broad operating policies and procedures.
- Handles correspondence, prepares a wide variety of reports on departmental activities as requested.
- Recommends operational changes to the City Manager.
- Hires, trains, supervises, and evaluates department employees.
- Receives citizen inquiries or complaints and dispatches available information recommending action.
- Oversees the preparation of department operating budget and capital improvements budget and monitors expenditures.
- Prepares various reports on activities and operations.
- Coordinates snow and ice removal efforts for the City.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of civil engineering; comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with City officials, other public officials, associates, contractors, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering. Eight (8) to ten (10) years of progressively knowledgeable and responsible work in public works and civil engineering and/or private sector civil engineering, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires kneeling, crouching, reaching, standing, walking, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- Registration as a Professional Engineer by the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---